

Recreation & Community Services Department
Hillview Community Center
97 Hillview Avenue
Los Altos, CA 94022

Fingerprinting Procedures for Volunteers and Instructors

California state law requires that all volunteers and employees aged 18 and over who work in public recreation agencies, and directly supervise minors, to be fingerprinted upon employment. A background check will be performed through a fingerprinting process known as LIVE SCAN, administered by the California Department of Justice.

Instructions

Complete the middle section of the *Request for Live Scan Service Form* and take the completed form with a valid California ID or government passport to your appointment. It is encouraged to schedule an appointment prior to your visit. The fingerprinting process is completely free at the Foothill-De Anza Community College District Police Department; the City will be billed. Please see below for location, hours and contact information.

Location

Foothill-De Anza Community College District Police Department
12345 El Monte Road
Campus Center, Room 2103
Los Altos Hills, CA 94022

Hours

Monday and Tuesday 12:00 – 3:30 pm
Wednesday and Thursday 12:00 – 4:00 pm
Saturday 9:00 am – 1:00 pm (Walk-in's only)

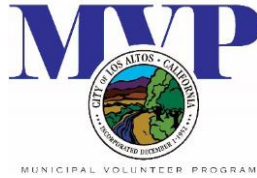
For most up-to-date hours, please call (650) 949-7925 or e-mail livescan@fhda.edu.

Directions

- Take Highway 280 North from San Jose or 280 South from San Francisco
- Exit on El Monte Road
- Exit westbound
- Follow El Monte Road to Foothill College
- Veer right at the traffic light
- Keep in the left lane, and follow the one-way loop road that leads to the right around the campus

Live Scan clients may park in the free 20-minute parking spaces located in the front of the Campus Center building. These parking spaces are below the footbridge bus stop. If you realize you have passed the footbridge, you can proceed around the loop and use the fountain roundabout to get back to where you need to be.

OVER →



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Additional Live Scan Agencies near Los Altos

The City of Los Altos is contracted with the Foothill-De Anza Community College District Police Department to cover **all** processing (government + rolling) fees for volunteers and instructors. Please note the agencies listed below will charge customers a one-time rolling fee at the time of service. For more information, visit the California Attorney General's Live Scan webpage at <https://oag.ca.gov/fingerprints/locations>.

The UPS Store #6289

650 Fremont Avenue, Suite B
Los Altos, CA 94024
(650) 397-5641
\$20 rolling fee

Santa Clara County Sheriff Headquarters

55 W. Younger Avenue
San Jose, CA 95110
(408) 808-4760
\$20 rolling fee

The UPS Store #1847

650 Castro Street, Suite #120
Mountain View, CA 94041
(650) 390-8400
\$20 rolling fee

Santa Clara County Sheriff West Valley Division

1601 S. De Anza Boulevard, #148
Cupertino, CA 95014
(408) 868-6614
\$20 rolling fee

MVLA Adult Education

333 Moffett Boulevard
Mountain View, CA 94043
(650) 940-1333
\$23 rolling fee

Stanford University Department of Public Safety

711 Serra Street
Stanford, CA 94305
(650) 723-9633
\$20 rolling fee

Questions?

Please contact the Volunteer Coordinator at (650) 947-2897 or bcouncil@losaltosca.gov.